

## **SAMPLE BUDGET: SUMMER INSTITUTE**

### **A. PARTICIPANT STIPENDS**

3 week seminar, 30 participants @ \$2,400 \$72,000

### **B. OPERATING COSTS**

#### **1. Salaries and Wages**

a. Project Director (16.6% of academic year salary \$55,000) \$9,130

b. Faculty, Lecturers, and Other Project Staff  
2 full-time Faculty (11.1% of \$45,000) \$9,990

c. Secretarial support and Graduate Assistants  
Secretary: 5 months x 30% of \$24,000 = \$3,000  
Graduate Asst: \$9/hr x 20 hrs/week x 5 weeks = \$900 \$3,900

#### **2. Fringe Benefits**

24% of \$22,120 = \$4,645  
14 % of \$900 = \$126 \$4,771

#### **3. Supplies and Materials (Consumables)**

Miscellaneous office supplies = \$150  
Materials (31 sets x \$60) = \$1,860 \$2,010

#### **4. Services**

postage: 3,000 x .37 = \$1,110  
telephone: 5 months x 150 = \$750  
duplicating: 1500 x .05 x 30 part. = \$225 \$2,085

#### **5. Consultant Fees and Honoraria**

4 guest lecturers x 2 days x \$500 = \$4,000  
1 master teacher x 4 days x \$500 = \$2,000 \$6,000

#### **6. Professional Travel and Subsistence**

Director: 2-day Project Directors Meeting  
airfare: \$375; per diem: \$270  
Guest lecturers: 4 airfares @\$800; 8 per diems @\$120 \$4,805

**7. Total of item B only (1 through 6)** \$42,691

### **C. INDIRECT COSTS**

Negotiated rate based on appropriate share of "Operating Costs" only  
(28% of \$42,691) \$11,953

**D. TOTAL PROJECT COSTS (add A, B, & C)** \$126,644